

Accessory Structure

Residential Permit

Village of Weston/ETZ

Date: _____

Permit No. : _____

Payment Type: ☐Cash ☐Check _____

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

– PLEASE USE THE ONLINE FILLABLE PDF –



5500 Schofield Ave
Weston, WI 54476

DETACHED ACCESSORY PROJECT TYPES SIZE AND FEES (NON-RESIDENTIAL USE)

- | | | | |
|--------------------------|--|---|-----------|
| <input type="checkbox"/> | 1,000 ft ² and under | \$100.00 FEE | [44/4441] |
| <input type="checkbox"/> | 1,000 ft ² to 2,000 ft ² | \$100.00 + \$0.10/ft ² beyond 1,000 ft ² = \$ _____ | [44/4441] |

DETACHED ACCESSORY PROJECT SIZE TYPES AND FEES (RESIDENTIAL USE)

- | | | | |
|--------------------------|--|--|-----------|
| <input type="checkbox"/> | Under 150 ft ² | \$30.00 FEE | [44/4495] |
| <input type="checkbox"/> | 150 ft ² to 199 ft ² | \$60.00 FEE | [44/4495] |
| <input type="checkbox"/> | 200 ft ² to 500 ft ² | \$120.00 FEE | [44/4424] |
| <input type="checkbox"/> | Over 500 ft ² | \$120.00 + \$0.20/ft ² beyond 500ft ² = \$ _____ | [44/4424] |

APPLICANT INFORMATION

Owner: _____	Project Address: _____
Mailing _____	_____
Address: _____	<u>Property Zone:</u> _____
Phone: _____	Cost of Project: _____
Email: _____	_____

CONTRACTOR INFORMATION

Contractor: _____	
Company: _____	License Number: _____
Address: _____	Phone: _____
_____	Email: _____

GENERAL BUILDING PERMIT REQUIREMENTS

Site Plan Required. The site plan shall show the following features: subject site with lot dimensions, parcel lines, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; Driveways; Access restrictions where applicable; water ways, wetlands and floodplain boundaries; existing front, interior and rear yard setbacks. A certified surveyor may be required to complete this requirement. Wetlands are required to be re-delineated every 5 years if there is any proposed disturbance to the land. Wetlands are to be delineated by a state certified professional. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site plan include ALL the required components listed above?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Building Specifications including the cross sections for the wall, trusses and headers, grade beam details, concrete slab specifications or footings; detailed floor plans showing dimensions of all rooms, all windows and doors, siding and roofing **shall be included for all accessory garages over 199 ft² and non-residential detached accessory structures**. Improvements made such as electrical, plumbing and HVAC are permitted separately.

Has the building specifications been attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do the building specifications include ALL the required components listed above?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

On a separate document, a written description of the project, which shall include materials used, warranties (if applicable), contracts (if work is contracted) and any other pertinent information must be included in the submittal of this application to be considered complete.

DETACHED ACCESSORY STRUCTURE (NON-RESIDENTIAL) REQUIREMENTS – 94.4.09(1)

Detached Accessory Structure (for Non-residential Use).

An accessory structure serving a non-residential principal land use and building (e.g., industrial, agricultural or commercial service use), but not attached to the principal building.

Performance Standards:

1. Any such structure exceeding 2,000 square feet or the maximum height for an accessory structure established in Figures 5.04(2) and 5.05(2) shall be regulated as a principal structure.
2. No Detached Accessory Structure (for Non-residential Use) shall be constructed on any lot prior to establishment of a principal use on that same lot, unless otherwise stated in this Chapter.
3. See Figures 5.02(1) and 5.02(2) for setback, floor area, and coverage standards associated with Detached Accessory Structures in non-residential zoning districts.
4. Except within an agricultural zoning district, no hoop building or structure of similar design shall be permitted as a Detached Accessory Structure (for Non-residential Use), except on a temporary basis for a maximum of five consecutive days within a 30 day period for a special event such as a sale or on the property following issuance of a temporary use permit.
5. No Detached Accessory Structure (for Non-residential Use) shall be occupied as a dwelling unit or otherwise used for human habitation, unless it has first been approved for such use by the Building Inspector and meet all applicable code requirements for a dwelling.
6. Each Detached Accessory Structure (for Non-residential Use) shall meet associated building and site design standards in Section 94.10.03.

All Garages to be served by Driveways. All garages intended for vehicle parking shall be served by a driveway extending from the garage to the curb or street edge. Where such driveway(s) meets the garage, the width shall be, at minimum, the width of all garage door openings. All new driveways or driveway expansions require an additional building permit.

Does the proposed accessory structure meet all the requirements listed above?

☐ Yes ☐ No ☐ N/A

DETACHED ACCESSORY STRUCTURE (RESIDENTIAL) REQUIREMENTS – 94.4.09(2)

An accessory structure serving a residential principal land use and building (e.g., a house or apartment building), but not attached to the principal building. Includes detached residential garages (including those including carports) designed primarily to shelter parked passenger vehicles; utility sheds used primarily to store residential maintenance equipment for the same property; private recreation structures such as gazebos, and detached elevated decks or walkways associated with residential uses.

Performance Standards:

1. Each lot shall contain no more than:
 - a. One detached garage, except where approved by the Plan Commission for a multi-family residential development.
 - b. One utility shed or similar building as determined by the Building Inspector, except that Two-Family Residences shall be permitted one utility shed per unit
 - c. One gazebo, detached elevated deck or walkway, or similar Detached Accessory Structure (for Residential Use) as determined by the Building Inspector.
2. No Detached Accessory Structure (for Residential Use) shall be constructed on any lot prior to establishment of a principal use on that same lot.
3. Except within an agricultural zoning district, no hoop building shall be a permitted as a Detached Accessory Structure (for Residential Use), except on a temporary basis for a maximum of five consecutive days within a 30 day period for a special event such as a sale on the property following issuance of a temporary use permit.
4. Exterior walls of detached residential garages shall be sided with wood, masonry, concrete, stucco, Masonite, vinyl or metal lap, or similar material approved by the Zoning Administrator. The exterior siding shall extend to the top of the foundation. If the top of the foundation is below grade, the siding shall extend to the ground.
5. Roofs of detached residential garages shall be surfaced with any of the following materials: wood shakes; asphalt, composition, or wood shingles; clay, concrete or metal tiles; slate; built-up gravel materials; architectural standing seam metal roofing; hidden fastener metal roofing; rubber membrane (for flat roofs or roofs with no greater than a 1:12 pitch); or similar material approved by the Zoning Administrator.
6. No Detached Accessory Structure (for Residential Use) shall occupy any portion of the minimum required front setback for principal structures in the zoning district.

7. No Detached Accessory Structure (for Residential Use) shall be located closer than 10 feet from any other building on the lot, unless applicable building code requirements for one hour fire-rated construction are met.
8. No Detached Accessory Structure (for Residential Use) shall involve or include the conduct of any business, trade, or industry, except for home occupations and residential businesses as described and limited elsewhere in this Article 4.
9. No Detached Accessory Structure (for Residential Use) shall be occupied as a dwelling unit or otherwise used for human habitation, unless it has first been approved for such use by the Building Inspector and meets all applicable code requirements for a dwelling.
10. See Figures 5.01(1) and 5.01(2) for setback, floor area, and coverage standards associated with Detached Accessory Structures in residential zoning districts. Maximum floor area and total building coverage shall not exceed the maximums set forth in Figure 5.01(1), except where all of the following standards for the Detached Accessory Structure are met:
 - a. Not taller or have more floors above ground level than the principal building.
 - b. Has a similar roof slope and overhang width as the principal building. If the principal building has multiple roof slopes and/or overhang widths, the roof slopes and widths of the accessory structure shall reflect those principal building roof characteristics that are most visible from the public street.
 - c. Shingles or other roof surface shall be of a similar material and color as the roof surface of the principal building.
 - d. Siding shall be of a similar material and color as the siding on the principal structure, except that where the siding on the principal structure is stone or brick, another compatible material may be selected.
 - e. May not be located further toward the front lot line than the principal building.
 - f. Shall meet all setback requirements normally applicable to principal buildings.

All Garages to be served by Driveways. All garages intended for vehicle parking shall be served by a driveway extending from the garage to the curb or street edge. Where such driveway(s) meets the garage, the width shall be, at minimum, the width of all garage door openings. All new driveways or driveway expansions require a *driveway permit* prior to the installation of any driveway or driveway expansion.

Does the proposed accessory structure meet all the requirements listed above? ☐ Yes ☐ No ☐ N/A

Maximum Accessory Structure floor area may be increased by site plan approval under Section 94.16.09 and per the standards in Section 94.4.09(2). This application will serve as the *site plan application*. There shall be an additional **\$100.00 FEE** assessed to the applicant pursuing this option. No refunds will be granted should the application be denied by the site plan approval authority. Only complete applications will be considered to be added to the next available Plan Commission agenda.

Is the applicant requesting a special exemption from Figure 5.01(1)? ☐ Yes ☐ No ☐ N/A

Does the proposed site plan meet all requirements set forth in subsection 10? ☐ Yes ☐ No ☐ N/A

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

In the event the Village should chooses to exercises the above stated policy, and as stated in the Zoning Code, the applicant shall be notified and consulted with prior to Staff expending additional time that is not already built into the review process fee and/or the hiring of a professional consultant for the review, processing and investigation of this application. The intent of the Zoning Administrator is to exercise this power in extreme and unusual circumstances or in the absence of the Zoning Administrator.

PROPOSED DETACHED ACCESSORY STRUCTURE SETBACKS AND SPECIFICATIONS:

Interior Side Yard		Rear Yard	
Setbacks: _____ & _____		Setback: _____	
Length: _____		Width: _____	
Height: _____		Area(ft ²): _____	
Roofing Material: _____		Siding: _____	
Improvements: <input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC	
New Total			
Building Coverage: _____		LSR (%): _____	

IMPERVIOUS SURFACES

All impervious surfaces must be identified on the property. Impervious surfaces includes the footprint of all existing and proposed structures, driveways, private walkways/sidewalks, patios and any other hard surfaces. All parcels must maintain a Landscape Surface Ratio (LSR). The following must be completely filled out.

Hard surface: A dustless, all-weather surface including concrete, asphalt paving, "black-top," pervious pavement, interlocking pavers, paving stones commercially designed and manufactured for the proposed purpose, any combination of these materials, or other similar material approved by the Zoning Administrator. Does not include gravel, other crushed stone, limestone screenings, clay, or other loose aggregate or organic material.

Landscaped surface area ratio (LSR): The percentage of the gross site area or lot area that is preserved as permanently protected landscaped area (green space), including vegetative roofs meeting the definition in this section.

Existing Impervious Surfaces:

Building Footprints:	(Principal and Accessory structures)								Ft ²
Driveways/Parking Lots:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel				Ft ²
Walkways/Sidewalks:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel				Ft ²
Patio:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel				Ft ²
Other Hard Surfaces:	Surface Type: _____								Ft ²
EXISTING IMPERVIOUS TOTAL:									Ft²

Proposed Additional Impervious Surfaces:

Building Footprints:	(Principal and Accessory structures)								Ft ²
Driveways/Parking Lots:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*				Ft ²
Walkways/Sidewalks:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*				Ft ²
Patio:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*				Ft ²
Other Hard Surfaces:	Surface Type: _____								Ft ²
PROPOSED ADDITIONAL TOTAL:									Ft²
EXISTING IMPERVIOUS TOTAL:									Ft²
NEW IMPERVIOUS SURFACE GRAND TOTAL (Add PROPOSED and EXISTING):									Ft²

Landscape Surface Ratio Calculation:

NEW GRAND TOTAL: _____ Divided by LOT SIZE: _____ Multiplied by 100 = _____ %

INSPECTION REQUIRED

To arrange an **inspection for accessory structures over 199 ft²**, please call (715) 359-6114. Building inspections are conducted by appointment only. A forty-eight (48) business hour notice is required for inspection. Inspections will be made within 72 business hours

after the notification of the completion, erection, alteration or relocation of the building or of intent to commence a use. If the building and its intended use of the premise comply with the requirements of Chapter 94 and all State and Village codes, a Zoning Permit and a Certificate of Occupancy shall be issued (through the approval and finalization of this permit). Any re-inspections that may occur beyond the second re-inspection shall incur a cost of \$50.00 thereafter.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the required components to this application will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

☐ I hereby acknowledge and have read and understand the statement as written above.

"Right to Cure" and Cautionary Statement to Owners obtaining Building Permits (for accessory structures over 199 square feet):

101.65(1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement of advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Wis Stat §101.654(2)(a), the following consequences may occur:

(a) **The owner may be held liable** for any bodily injury or death of others or for any damage to the property of others that arise out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) **The owner may not be able to collect from the contractor damages** for any loss sustained by the owner because of violation by the contractor of the one and two family dwelling code or an ordinance enacted under Wis Stat §101.654(1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of other that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Additionally, Wis Stat §101.66 Compliance and Penalties. "Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one and two family dwelling code."

Consequently:

If the owner signs the Permit Application, the owner is held responsible for any code violations, Orders for Correction and/or citations that may be issued in association with this permit.

If the contractor signs the Permit Application as an agent for the owner, the contractor is held responsible for any code violations, Orders for Corrections and/or citations that may be issued in association with this permit.

☐ I hereby have read and acknowledge the Cautionary Statement to Owners obtaining Building Permit as written above.

When applying online, the applicant must use a secure e-signature (i.e. Adobe Signature) or print and scan this application. **No hand written applications will be accepted.** When applying in person, the application shall be printed and signed by the applicant.

Signature of Applicant/Property Owner

Date

☐ Property Owner ☐ Contractor

STAFF REVIEW

PIN: _____ Zoning: _____ ☐ Village ☐ ETZ
Filed After the Fact: ☐ Yes ☐ No Fine Imposed: ☐ Yes ☐ No Amount: _____
Lot Size: _____ Principal Building Footprint: _____

Required Detached Accessory Structure Setbacks and Standards:

Interior Side: _____ Rear: _____
Height: _____ Area: _____
Building Coverage: _____ LSR: _____

Proposed Detached Accessory Structure Setbacks and Specifications:

Interior Side: _____ Rear: _____
Length: _____ Width: _____
Height: _____ Area(ft²): _____
Roofing Material: _____ Siding: _____
Improvements: ☐ Electrical ☐ Plumbing ☐ HVAC
New Total
Building Coverage: _____ LSR (%): _____

Plan Commission Approval Required: ☐ Yes ☐ No Meeting Date: _____
Plan Commission Decision: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

Signature of Building Inspector or Designee

Date

Permit Number(s) _____ ☐ Approved ☐ Denied

STAFF TIME TABLE CHECKLIST

- ☐ **Pre-application conference with Planning and Development Department Staff (optional).**

Date: _____ Participants: _____

- ☐ **Application and required plans filed with the Village.**

Date: _____ Received by: _____

- ☐ **Application fee received by Village.**

Date: _____ Received by: _____

- ☐ **Application and submitted plans verified as being complete.**

Date: _____ Reviewed by: _____

- ☐ **Determination by Zoning Administrator as to whether requested application requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**

Review Authority: _____ Meeting Date: _____

Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

- ☐ **Building Inspector (or designee) action.**

Designee: _____

Date: _____ Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

- ☐ **Applicant notified of decision.**

Date: _____ Sent by: _____

- ☐ **Attached in Smart Search.**

Date: _____ Attached by: _____

- ☐ **Attached and closed in Beehive.**

Date: _____ Closed by: _____